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ABSTRACT

This manual expresses the South Carolina State Department of Education's understanding of the new, computerized school administration system called OSIRIS and the policy regarding its use with the Student Accountability System (SAS). The SAS is a method used to obtain a cumulative headcount of students served in certain programs specified in the provisions of the Education Improvement Act (EIA). The headcount in turn is used to calculate school district funding. Definitions and abbreviations for technical language used in the instructions are given. Programs that report under SAS are the Basic Skills, Gifted and Talented, Advanced Placement, and Early Childhood programs. Instructions for ensuring proper preparation of OSIRIS, assigning EIA classification codes, and working with special conditions are given. The education department's Office of Finance requires a 45-day, 135-day, and summer school cumulative report as well as submission of floppy disks. Who is counted in funding, how funding is calculated, and the district payment process are outlined. The principal's and superintendent's responsibilities, instructions for back-up and support documentation, and audit requirements are included. (EJS)

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SOUTH CAROLINA
STUDENT ACCOUNTABILITY SYSTEM
OSIRIS INSTRUCTION MANUAL

SOUTH CAROLINA DEPARTMENT OF EDUCATION
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COLUMBIA, SOUTH CAROLINA

AUGUST, 1989

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PREFACE

The introduction of OSIRIS necessitates changes to the conventional Student Accountability System. Although there are numerous changes, the intent, fundamentals, and basics of the system remain the same. This document is designed for schools using OSIRIS to report Student Accountability information.

The Office of Finance has approved the new computerized School Administration System (OSIRIS) for use with the Student Accountability System. Schools with well trained personnel may discontinue the use of the conventional paper system of record keeping and reporting as described in the South Carolina Student Accountability System Instruction Manual. The introduction of OSIRIS does not change program regulations, general record keeping requirements, or fundamental guidelines. OSIRIS is merely an electronic means of performing the same basic record keeping tasks and activities as required under the paper system.

The information and instructions contained in this manual expresses the State Department of Education Office of Finance's understanding of the current OSIRIS version and the policy regarding its use with the Student Accountability System. However, it is virtually impossible to anticipate all situations that users may possibly encounter. In addition, OSIRIS is a relatively new system to many users in the state. Also, OSIRIS is continually under review to determine ways in which to improve and enhance its value and use to the schools of South Carolina. Due to these facts, the need to issue supplemental instructions for using OSIRIS with the Student Accountability System may be necessary.

Users of this manual are encouraged to recommend changes and submit comments for its future improvement. Comments should be forwarded to the following address:

State Department of Education
Office of Finance
Room 303 - Rutledge Building
1429 Senate Street
Columbia, South Carolina 29201

ATTN: EIA and EFA Services Section

SOUTH CAROLINA STUDENT ACCOUNTABILITY SYSTEM

OSIRIS INSTRUCTION MANUAL

PART I - INTRODUCTION

Overview

The Education Improvement Act created the need to account for students in the Basic Skills Compensatory and Remedial programs, Gifted and Talented, Advanced Placement, and Early Childhood programs. The system to account for students in these programs is referred to as the "Student Accountability System".

Purpose

The "Student Accountability System" is a method to obtain a cumulative headcount of eligible students who are served for the school year. The system is not designed to account for membership or attendance in classes, and is not intended to modify the existing South Carolina Pupil Accounting System. The cumulative headcount is used to calculate the amount of funds school districts will receive under established programs.

Other Reference Materials

This manual will explain the requirements, classification parameters, and selected legal specifications of the Education Improvement Act (EIA) as they relate to the accounting system and OSIRIS. This manual should be used in conjunction with the Pathways instruction and operation materials, the OSIRIS Training Manual, the OSIRIS System Reference Manual, the OSIRIS Attendance Monitor Reference Manual, and the OSIRIS South Carolina Attendance Reports Reference Manual. This manual is not a substitute for the formal Pathways/OSIRIS training presented by the State Department of Education (SDE) and in no way contains all the information needed to successfully integrate all aspects of OSIRIS with the Student Accountability System.

Who Should Report Student Accountability

All schools including Child Development Centers will generate a Cumulative Class Report through OSIRIS. The Student Accountability System does not apply to Vocational Schools. This manual is applicable to all schools which completely discontinue a manual system and employ OSIRIS as the sole means of reporting Student Accountability information to the State Department of Education. In addition, this manual is applicable to all schools which in any way use OSIRIS generated information as the source for reporting Student Accountability data to the SDE for EIA funding purposes.

Technical Assistance

The Office of Finance will provide technical assistance in using this system. If questions arise concerning a program or eligible students, the questions should be directed to the office within the Department which administers the program. Likewise, questions regarding OSIRIS software and related problems should be referred to the District Services Office - Educational Data Center within the Department of Education.

Confidentiality of Information

The OSIRIS Student Database contains students who attend special classes. This information should be kept confidential with access limited to school personnel involved in Student Accountability System activities.

PART II - DEFINITIONS AND ABBREVIATIONS

1. Accounting Clerk - The accounting clerk is the person who generates the Cumulative Class Reports from the Student Database Screens or verifies the School Report. This person must be proficient and have a solid working knowledge of the following:

    1. The current OSIRIS version Database Editor
    2. The current OSIRIS version Edit Student Information
    3. The current OSIRIS version Student Data Edit Screen 1
    4. Student EFA/EIA Classification & Enrollment History Screens
    5. OSIRIS South Carolina Attendance Reports module and manual
    6. SDE Student Accountability System

2. Cost Per Student - The amount of funds generated on a per student basis. The cost per student will vary among programs.

3. Cumulative Class Report - The Cumulative Class Report is produced by OSIRIS. It reflects the number of students by program/subject at each school. It is generated by the accounting clerk through the "South Carolina Report" screen of OSIRIS from information contained in the Student Data Base.

4. Cumulative Class List - The Cumulative Class List is a listing/roster of students' names sorted by program/subject and grade gathered from information entered on the Student Database screens.

5. District Summary Report - The District Summary Report is a computerized printout produced by the State Department of Education. It is prepared from data on all Cumulative Class Reports of the district and is a summary report for the district. The District Summary Report may be a 45-Day, Final 45-Day, 135-Day, or Final 135-Day report. It is for information purposes only.

6. School Report - The School Report is a computerized printout produced by the State Department of Education. It is prepared from data on the Cumulative Class Report. The school report may be a 45-Day, Final 45-Day, 135-Day, or Final 135-Day report.

7. School Year - The normal/regular 180 day academic year and the subsequent summer school session.

8. SDE - The South Carolina State Department of Education

9. Student - A pupil who attends a class under the programs listed in Part III. If eligible, Chapter I students will be counted under the appropriate program. Handicapped students may also be included when eligible and served under EIA guidelines.

PART III - PROGRAMS UNDER THE STUDENT ACCOUNTABILITY SYSTEM

The following programs will be reported through the Student Accountability System:

1. Basic Skills Program
   a. Compensatory
   b. Remedial

NOTE: Chapter I students will be included in the program provided the students are eligible under the quidelines for Basic Skills, Compensatory and Remedial programs.

2. Gifted and Talented Program
   a. Academic
   b. Artistic

3. Advanced Placement Program

4. Early Childhood Program
   a. Center-Based
   b. Half-Day for Four Year Olds
   c. Home-Based

PART IV - OSIRIS INTERFACE

Before beginning the Student Accountability process on the Student Data Edit Screens, personnel must ensure that the system administrator has properly prepared the system for operation to include the installation of the correct OSIRIS version, correct school calendar, school term, and grade span on the school configuration screen and that the Transfer Flag has been assigned.

Also, schools must ensure that the following items have been correctly completed for each student in the student database in order to generate the required information for the Student Accountability System.

1. Student ID
2. Grade
3. Sex
4. Last name
5. Ethnic Code
6. Attendance Eligibility Code
7. Enrollment Date(s)
8. Enrollment Code(s)
9. Withdrawal Date(s) *
10. Withdrawal Code(s) *
11. EIA Code(s)
12. Entry Date(s)
13. Withdrawal Date(s) *

* Designates mandatory entries as appropriate and as they apply to specific students. The correct entry in some instances may be no entry. All students receiving an EIA service for which the district is entitled funding must have the appropriate EIA code(s), grade, and dates entered on the Classification Screen, Table B:EIA.

Users should refer to the OSIRIS South Carolina Attendance Reports Reference Manual for the mechanics of entering students into the database and for special considerations when editing EIA data. The successful execution and accurate reporting of Student Accountability information is highly dependent upon a proper and accurate student database. The importance of building an accurate database with the correct information cannot be over emphasized.

PART V - INSTRUCTIONS FOR ASSIGNING EIA CLASSIFICATION CODES

"Table B: EIA" of the Student Data Edit Screen applies specifically to the Student Accountability System. It is in this table that EIA/Student Accountability System specific information is recorded for each student.

OSIRIS Student Accountability Codes

Students who are eligible and served under one or more of the EIA programs or subjects should have the appropriate code and entry date recorded in Table B: EIA. The following codes are used by OSIRIS along with their meanings:

CODE	MEANING
COM M	Compensatory, Math
COM R	Compensatory, Reading
COM W	Compensatory, Writing
REM M	Remedial, Math
REM R	Remedial, Reading
REM W	Remedial, Writing

GT	Gifted & Talented, Artistic
GTA	Gifted & Talented, Academic
GTN	G & T Artistic, New Program *
GTAN	G & T Academic, New Program *
AP 1	Adv Plcmt History of Art (ART)
AP 2	Adv Plcmt Studio Art (ART)
AP 3	Adv Plcmt General Biology (ACD)
AP 4	Adv Plcmt General Chemistry (ACD)
AP 5	Adv Plcmt Intro Computer Sci (ACD)
AP 6	Adv Plcmt English (ACD)
AP 7	Adv Plcmt French (ACD)
AP 8	Adv Plcmt German (ACD)
AP 9	Adv Plcmt Amer Govt & Politics(ACD)
AP 10	Adv Plcmt American History (ACD)
AP 11	Adv Plcmt European History (ACD)
AP 12	Adv Plcmt Latin (ACD)
AP 13	Adv Plcmt Calculus AB (ACD)
AP 14	Adv Plcmt Calculus BC (ACD)
AP 15	Adv Plcmt Music (ART)
AP 16	Adv Plcmt Physics (ACD)
AP 17	Adv Plcmt Spanish (ACD)
AP 18	Adv Plcmt "Other"
C3	Cntr-Based 3 yr olds
C4	Cntr-Based 4 yr olds
C5	Cntr-Based 5 yr olds
HD	Half-Day 4 yr olds
HB	Home-Based

* Summer School programs

NOTE: The Advanced Placement courses are now classified as artistic or academic in nature. This classification will be important in certain reporting combinations with G&T (refer to Part VI - 9). Any questions regarding the artistic or academic classification for AP should be directed to the Curriculum Section of the Office of General Education.

PART VI - SPECIAL CONSIDERATIONS

1. Students designated Grade "-1" and receiving only EIA services must have an "EC" enrollment code. These students will only have Early Childhood EIA codes. In those cases where a preschool (-1) student is eligible for EFA/ Hearing Handicapped or Visually Handicapped services and EIA/ Early Childhood services, the school should enter the student as Grade "-1" and EFA Classification Code "HH" or "VH" and enrollment code "E". The school should then enter the EIA Early Childhood code.

2. If a student leaves the class, the accounting clerk will enter the last day the student attended in the "end" column provided. Withdrawal of a student through the Enroll Status Screen does not automatically place the end date in Table B. The student will be counted on the Cumulative Class Report because the count is cumulative.

3. If a student leaves the program and returns at a later date, the accounting clerk will reenter the appropriate EIA codes and the new date that the student returns without erasing the old date.

4. If a student transfers from one school to another school within the same district, OSIRIS provides new procedures for handling this situation. If the student has been entered onto the Student Data Edit Screen 1 with an eligibility code of E and the student is withdrawn on the Enrollment History screen, the prompt

Is student transferring to another school within the district? (Y/N)

is displayed. If you press Y (yes), the student's status is changed to inactive and the response to "Funded?" on the EIA Table on the Student EFA/EIA Classification and Enrollment History screen is changed to NO. The student will not be counted in EIA, and the student's name will not appear on the Cumulative Class List. This reflects the South Carolina policy that if a student transfers to another school within the same district, the "receiving" school counts the student for EIA funding.

5. If a student transfers to another school outside of the district, OSIRIS now has provisions for this situation. If the student has been entered on the Student Data Edit Screen 1 with an eligibility code of E and the student is withdrawn on the Enrollment History screen, the prompt

Is student transferring to another school within the district? (Y/N)

is displayed. If you press N (no) in response to the prompt, the student's status is changed to inactive and the response to the "Funded?" information on the EIA Table remains YES. This student will be counted in EIA, and the student's name will appear on the Cumulative Class List. This reflects the South Carolina policy that if a student transfers to another district, both districts count the student for EIA funding.

6. If a student receives instruction at a location other than his/her school of origin, that student must be reported as if having received the service at the school of origin rather than the site of instruction.

> For example, if a district conducts a summer school program comprised of three middle schools receiving instruction at a high school, the students must be reported from the middle schools instead of the high school.

7. If a student attends multiple Gifted and Talented academic classes, the student will only be counted for one academic class. Likewise, if a student attends multiple Gifted and Talented artistic classes, the student will only be counted for one academic class.

8. If a student attends multiple Gifted and Talented academic classes and Gifted and Talented artistic classes, the student will be counted for one academic class and one artistic class. The student should have the letter codes "GT" and "GTA" entered in Table B: EIA.

9. If an eleventh or twelfth grade student is served in both the state-funded Advanced Placement Program and Gifted and Talented Program, the student will be counted as follows according to the class combinations he/she is served in.

1. If a student is served in an AP-artistic class and a G&T-artistic class, the student will only be counted in the AP-artistic class.

2. If a student is served in an AP-artistic class and a G&T-academic class, the student will be counted in both classes.

3. If a student is served in an AP-academic class and a G&T-academic class, the student will normally only be counted in the AP-academic class.

4. If a student is served in an AP-academic class and a G&T-artistic class, the student will be counted in both classes.

NOTE: OSIRIS now has provisions that make all G&T classifications compatible will all AP classifications. Please see EIA classification codes -- Part V.

10. If a student is served in multiple Advanced Placement classes, he/she may be counted for all AP classes that the student takes.

PART VII - OFFICE OF FINANCE REQUIREMENTS UNDER OSIRIS

Submission of Hard Copy Reports

1. 45-DAY REPORT - An OSIRIS Cumulative Class Report will be submitted to the Department of Education Office of Finance as of the 45th day of school for every school in the district. These reports should first be generated at the school level and signed by the principal. Signed copies should then be sent to the district office for the district superintendent's signature. One complete signed set of the Cumulative Class Reports for all schools should then be sent to the Department of Education, Office of Finance, by the due date designated in a notification

letter that will be sent prior to the due date. Copies of the report should be kept at the schools as well as the district office.

NOTE: Schools must run the EIA Data Verification Report and correct all errors before the actual Cumulative Class Report is sent to the SDE.

The Department of Education, Office of Finance, will mail a computerized printout of the 45-Day District Summary Report and three copies of the 45-Day School Report after the 45-Day reporting cycle has been completed. The district should retain the District Summary Report and one copy of the School Report for its files. The two remaining School Reports should be sent to the appropriate school. One copy is for the school's files. Each school should verify the totals on the School Report to the 45-Day Cumulative Class Report.

If errors are noted, the schools will generate another Cumulative Class Report as of the 45th day of school. The student count should not be reduced unless there is an error in counting or an ineligible student is counted. The principal will sign the corrected copies, retain one copy at the school, and forward the others to the district office. The district superintendent will sign the copies, retain one copy of each school for the district office, and forward one signed copy of each school's Cumulative Class Report to the Department of Education. If no changes are necessary, the principal will sign the School Reports (computer printouts produced by SDE), retain one for the school files, and forward the remaining report back to the district office. The district superintendent will sign the copies, retain one for the district files, and forward the remaining copy to the Department of Education, Office of Finance.

2. 135-DAY REPORT - Prior to the 135th day of school, the SDE, Office of Finance, will mail a Final 45-Day District Summary Report and three copies of the Final 45-Day School Report to each district after the 45-Day verification process has been completed. The district should retain the District Summary Report and one School Report for its files. The two remaining School Reports should be sent to the appropriate schools. The accounting clerk should either generate new OSIRIS Cumulative Class Reports reflecting any changes as of the 135th day of school or should verify that no changes are necessary on the School Report as of the 135th day. The principal should sign the reports, retain one copy, and forward the others to the district office. The district superintendent will sign the Cumulative Class Reports and/or the School Reports, retain one copy of each, and forward one copy for each school to the Department of Education, Office of Finance.

After completing the 135-Day reporting cycle, the Office of Finance will mail to the district a 135-Day Summary Report and three copies of the 135-Day School Report. If errors are noted, use the same procedures as outlined previously in Part VII - Section 1, paragraphs 2 and 3 regarding verification.

NOTE: It is very important that this information is correct as final EIA funding will be based on these figures.

Summer School

Summer school is treated as a new reporting cycle. Provisions must be made through OSIRIS to count these students before they are promoted to the next grade level. Students who are eligible to receive funding and attend summer school will be counted for funding. Remedial and Gifted and Talented programs are the only programs funded for summer school. To establish who will be listed on the Summer School Cumulative Class Report, refer to Part IX.

Submission of Reports

The accounting clerk will generate an OSIRIS Cumulative Class Report for summer school at the school (students must be reported from their schools of origin even if service is received at another location), retain one copy, and forward the two other copies with the principal's signature to the district office. The District Superintendent will sign the copies, retain one copy from each school, and submit one copy of the Cumulative Class Report for each school with a summer school program to the Department of Education, Office of Finance.

Also, a disk for each school conducting a summer school program must be submitted to the Department of Education using the procedures described in Part VIII - Submission of Disks.

NOTE: Reports and disks are due to the Department of Education, Office of Finance, at the end of summer school or July 31, whichever occurs first. It is very important that the figures are correct as there is no verification cycle for summer school.

PART VIII - SUBMISSION OF DISKS

In addition to submitting a printed copy of the OSIRIS generated reports, schools are required to submit the identical report on a floppy disk. This is accomplished through the Printer Control Menu by sending the report to the printer and then sending the identical report to disk. When sending the report to disk, the following file names will be utilized:

Type Report	Disk File Name
Student Accountability System 45-Day Cumulative Class Report	SAS45
Student Accountability System 135-Day Cumulative Class Report	SAS135
Student Accountability System Summer School Cumulative Class Report	SASSUMMR

The following additional instructions must be followed when submitting reports on disk:

1. Run the EIA/EFA Verification Report and correct all errors prior to sending the report to the printer or disk.

2. Ensure the BEDS school code on the School Configuration Screen is correct. The Code should contain seven (7) numeric digits representing the County Number, District Number, and the School Number. Dashes must be included between the County Number, District Number, and School Number (Example: CC-DD-SSS, 55-01-001).

3. Ensure the disk is formatted and contains no other files.

4. At the prompt on the Printer Control Menu, designate the proper path and file name for the report (Example: A:\SAS45 or B:\SAS135).

5. Use only the approved file names contained in this manual.

6. Print to disk only those files required by the SDE. For example, do not print to disk the Cumulative Class List for submission to the SDE.

7. Properly identify the floppy disk by recording the correct school name, school number, and type of report(s) on a label affixed to the disk.

8. Ensure the correct report was saved to disk and that the printed copy of the report and the report on disk are identical.

Schools are encouraged to submit both Pupil Accounting and Student Accountability reports on the same floppy disk. The disks will be returned to the district for redistribution to the schools.

PART IX - WHO SHOULD/SHOULD NOT BE COUNTED FOR FUNDING

The following information will explain who should or should not be counted under Student Accountability programs for funding.

1. Compensatory Program (Grades 1-12)

   a. Students who are eligible and served any day between the 1st day of school and the 135th day of school will be counted for funding.

   b. Student who entered the program after the 135th day of school will not be counted for funding.

NOTE: Compensatory programs must be organized and classes must operate for a full year to be eligible for funding. If a district reports no Compensatory students on the 45-Day Cumulative Class Report, the district will not receive any Compensatory funds for the entire year. Student should be placed in Compensatory programs and begin receiving services upon initial identification of eligibility. There are no provisions for summer school payments under the Compensatory Program.

2. Remedial Program (Grades 2-12)

   a. Students who are eligible and served any day between the 1st day of school and the 135th day of school will be counted for funding.

   b. Students who entered the program after the 135th day of school will not be counted for funding.

   c. Students who are eligible and served during summer school for the first time will be counted for funding.

3. Gifted and Talented Program (Grades 1-12)

   a. Students who are eligible and served any day between the 1st day of school and the 135th day will be counted for funding.

   b. Students who entered the program after the 135th day of school will not be counted for funding.

   c. Students who are served in multiple Gifted and Talented Academic/Artistic classes will only be counted for funding in one class each.

   d. Eleventh and twelfth grade students who are reported under the Advanced Placement Programs may not be counted for funding under a Gifted and Talented Class unless they have a G&T-Art/AP-Acd or a G&T-Acd/AP-Art combination (refer to Part VI - 9).

e. Students who are eligible and served in summer school for the first time under a new Gifted and Talented program (full course) will be counted on the Summer School Cumulative Class Report.

4. Advanced Placement Program

a. Students who are eligible and served any day between the 1st day of school and the 135th day of school will be counted for funding.

b. Students who entered the program after the 135th day of school will not be counted for funding.

5. Early Childhood Program

a. Students who are eligible and served any day between the 1st day of school and the 135th day of school will be counted for funding.

b. Students who entered the program after the 135th day of school will not be counted for funding.

NOTE: Care must be exercised in reporting Early Childhood students. Schools and districts must ensure the correct code is reported based on the district's authorized program and source of funding. Incorrect coding may result in a loss of funding for this program. Questions regarding the appropriate coding should be addressed to the Office of Finance or the Basic Skills Section.

PART X - FUNDING

Compensatory (Grades 1-12)

The number of students served as reported on the 135-Day School Report times 100% of the cost per student yields the funding level.

NOTE: Compensatory programs must be organized and classes must operate for a full year to be eligible for funding. If a district reports no Compensatory students on the 45-Day Cumulative Class Report, the district will not receive any Compensatory funds for the entire year. Students should be placed in Compensatory programs and begin receiving services upon initial identification of eligibility.

Remedial (Grades 2-12)

1. The number of students as reported on the 135-Day School Report times 100% of the cost per student yields the funding level.

2. The number of students served as reported on the Summer School Report times 100% of the cost per student yields additional funds.

NOTE: The combined calculations of both Compensatory and Remedial cannot exceed the combined original allocation for Compensatory and Remedial Programs.

Gifted and Talented (Grades 3-12)

1. The number of students served as reported on the 135-Day School Report times 100% of the cost per student yields the funding level.

2. The number of new students served as reported on the Summer School Report (new program/full course) times 100% of the cost per student yields additional funds.

Advanced Placement

The number of students served as reported on the 135-Day School Report times 100% of the cost per student yields the funding level.

Early Childhood

The number of students served as reported on the 135-Day School Report times 100% of the cost per student yields the funding level.

NOTE: Gifted and Talented and Early Childhood calculations cannot exceed the original allocations.

PART XI - PAYMENT PROCESS

1. The final payment for an Early Childhood Program and Advanced Placement Program will be based on the headcount totals derived from the 135-Day Report up to the original allocation. The final payment for the Gifted and Talented Program will be based on the headcount derived from the 135-Day Report and/or Summer School Report up to the original allocation.

2. Original allocations for Basic Skills Compensatory and Remedial Programs will be based on BSAP test scores. The Student Accountability System will only identify the number of students served. The number of students served under Compensatory (grades 1-12) and Remedial (grades 2-12) will be multiplied by the funding cost per student. If the amount generated from this calculation is greater than the original allocation (Compensatory and Remedial combined), the district will only receive the original allocation. If the amount is less than the original allocation, the district will only receive the amount generated from this calculation.

PART XII - PRINCIPAL'S RESPONSIBILITIES

1. The principal must ensure that students who are reported under the above programs are eligible and served in accordance with the program policy and guidance.

2. The student's permanent record file must contain the supportive documents such as BSAP scores, CTBS scores, DIAL-R Assessment, other test scores as appropriate, and/or teacher's recommendation letter verifying eligibility for the student to attend class.

3. After the Cumulative Class Report has been generated, the principal will sign and date the report and forward it to the district superintendent.

4. The principal should review all Cumulative Class Lists to ensure that no student is duplicated on the lists. Special attention should be given to the Gifted and Talented Program and Advanced Placement Program.

PART XIII - DISTRICT SUPERINTENDENT'S RESPONSIBILITIES

1. The district superintendent is responsible for ensuring that all programs are administered as outlined in the rules, regulations, and guidelines published by the State Board of Education and the State Department of Education as well as the current provisos and Permanent Provisions in the Appropriation Act.

2. After receiving all Cumulative Class Reports from school principals, the district superintendent will sign and date the reports and forward one complete set for all schools to the SDE. A letter from the Office of Finance will establish specific dates for reports to be forwarded.

PART XIV - RETENTION OF RECORDS AND AUDIT REQUIREMENTS

Schools utilizing OSIRIS must maintain adequate backup and support documentation to allow for reconstruction and verification of Student Accountability information. The following procedures must be followed and support documentation maintained:

1. The following file sets must be backed up on the 180th day of school, and at the completion of Summer School, if applicable. This backup must be done after the end of the 180th day processing, but prior to end or year processing:

    - Master File Set
    - Attendance File Set
    - Grade File Set
    - Scheduling File Set

The school may utilize any of the following types of diskettes in accomplishing the backup:

- 3 1/2 inch, Double Density, 720 KB
- 3 1/2 inch, Double Sided, High Density, 1.44 MB
- 5 1/4 inch, Double Sided, Double Density, 360 KB

The 5 1/4 inch, Double Sided, Double Density, 360 KB diskette is preferred.

Note: The Grade and Scheduling file sets do not pertain to every school. If these modules are not utilized at your school, do not attempt to back them up. However, the Master and Attendance file sets do pertain to every school. Both of these file sets must be backed up as part of this procedure!

As a security measure, it is strongly urged that at least two copies of the backup be made. One copy should be retained at the school, and another should be held by the district OSIRIS coordinator.

2. File Backup Procedures. The above files may be backed up utilizing one of the following methods:

a. OSIRIS backup - This is part of the OSIRIS program software, and is discussed at length in the PATHWAYS manual. Refer to this manual for guidance in performing OSIRIS backup. (This is the preferred method for file backup).

b. DOS backup - As an alternate method of backup, the Disk Operating System (DOS) backup command may be utilized. The procedure for this type of backup is as follows.

At "C prompt", type:

```
BACKUP \OSIRIS3\*.*  A:
```

This tells DOS to back up all files under the OSIRIS3 directory to a disk in drive A. If your computer is equipped with two disk drives, you may designate drive B by simply replacing A: with B: in the above DOS command.

After you type the backup command, press "enter". You will be instructed to insert the first backup diskette in the drive indicated in the command. You may utilize any of the disk types indicated in paragraph 1 above.

After you insert the first diskette, press "enter". At this time, you will be asked if you would like to format the diskette. Answer this as appropriate. There is no need to re-format a disk which has been formatted previously.

As the files are backed up, you will be prompted when a disk is full. Remove the full disk and insert the next disk as requested.

Repeat these steps until the process is complete.

Note: Do not use DOS backup unless you feel comfortable with this procedure, or your district OSIRIS coordinator requires this method. The major advantage to this backup is that it backs up the OSIRIS program files as well as the data base files. The major disadvantages are that it requires a higher level of familiarity with DOS commands, and it requires considerably more disk space.

3. Regardless of the method of backup utilized, proper identification of diskettes is essential. If you use OSIRIS backup, label the diskettes in the order backed up, beginning with the Master File Set (i.e.- Master #1, Master #2, etc.), and continuing through the Attendance, Grade, and Scheduling sets as applicable. DOS backup disks may simply be numbered in the order they are filled (i.e.- #1, #2, #3, etc.) Always indicate the version of OSIRIS used at your school on the backup diskettes.

4. Hard (printed) copies of the 45-Day and the 135-Day Cumulative Class Reports and Cumulative Class Lists must be retained in addition to the disk backup.

5. Appropriate placement forms, biographical information, and grade transcripts must be part of the student's permanent records. Permanent records should be kept on file at the school. If a student transfers to another school within the same district, the receiving school must maintain the permanent record. Schools must maintain copies of the permanent records of students who transfer to other school districts or who have departed for any other reason.

The above items of documentation (both hard copy and diskettes) must be retained for a period of five years after the last day of the fiscal year to which they apply. All Student Accountability System information is subject to periodic on-site audits by SDE personnel. It is essential that the procedures outlined in this section be followed in order that the necessary documentation will be retained to support the school's Student Accountability reports.

In the event that the documentation required in paragraphs 1 and 4, above, is lost, stolen, destroyed or otherwise unavailable for audit, reconstruction or regeneration of the records and reports to substantiate the school district's entitlement to state funds is the responsibility of school district personnel. For this reason, failure to follow these procedures may result in audit exceptions, the repayment of state education funds, or the total loss of prior year state education funds.

PART XV - RE-PAYMENT OF AUDIT EXCEPTIONS

If an audit reveals that ineligible students (for whom funds were drawn) were served, the district will be required to repay the amount of the audit exception.

If you have any questions concerning the Student Accountability system, call the Office of Finance at 734-8122.